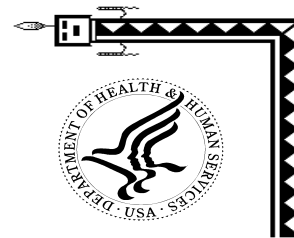




DEPARTMENT OF HEALTH AND HUMAN SERVICES



NAVAJO AREA INDIAN HEALTH SERVICE

We will not accept faxed or emailed applications.

Applications mailed using government postage or through an internal government mail system will not be considered.

VACANCY ANNOUNCEMENT

SR-08-122

OPENING DATE

October 14, 2008

CLOSING DATE

October 27, 2008

POSITION

Practical Nurse

LOCATION AND DUTY STATION

Shiprock Service Unit
Four Corners Regional Health Center
Nursing Services Branch – Outpatient
Section, Red Mesa, Arizona

NUMBER OF VACANCIES

One (1): PCN 5346-14

GRADE/SALARY

GS-620-6: \$33,135 - \$43,076 Per Annum

APPOINTMENT

☒ Permanent

WORK SCHEDULE

☒ Full Time

AREA OF CONSIDERATION

☒ Navajo Area-Wide

PROMOTION POTENTIAL

☒ No Known Potential

SUPERVISORY/MANAGERIAL

☒ None

HOUSING

☒ Private Housing Only

TRAVEL/MOVING EXPENSE

☒ No Expenses Paid

DUTIES: *Clinical Duties* – Completes two-tiered triage process on patients from the triage area and screens patients for appointment by observation, interviewing patients and family members, reviewing health records, and recording relevant data per established protocols. Sets up and operates specialized equipment utilized in the Ambulatory Care setting such as Colposcopy, Cryo Unit, Small Volume Nebulizer, Oximeter, Portable/Wall Suction, data scope vital sign machine, tympanic thermometer, and capillary glucose monitoring machines, pediatric and adult electronic scales. Collaborates with members of the surgical and other multidisciplinary teams in assessing, planning, teaching and implementing health care and surgical intervention preoperatively, and completes appropriate documents per established protocols and policy. Observes mentally disoriented patient's behavior and provides one-to-one care as deemed necessary by team leader, charge nurse or nursing supervisor. Applies a practical knowledge of pharmacology in order to calculate appropriate age-specific dosages and assess the effects of medications given (i.e., pulse rate, BP, rash, hives or symptoms of drug reactions). Administers medications orally, intramuscularly, rectally and subcutaneous as prescribed by physician and per established nursing policy and procedures. Completes immunizations and administers IV therapy. *Administrative Duties* – Collaborates with members of the multidisciplinary team in patients, family and community education needs related to prevention and follow-up care. Participates in continuing education for clinic staff, in identifying specific problems that affect patient care and clinic flow, and as a member of committees relative to patient care. Maintains adequate supplies and shares in the responsibility for general upkeep of unit equipment, utilizing knowledge in its care and maintenance. May accompany patients requiring uncomplicated care being transported to other facilities with responsibility for the continual assessment of patient's condition and applying appropriate basic life sustaining techniques as indicated. The incumbent works in a regularly assigned rotational or call back basis to provide continuity of patient care during days, evenings, nights, holidays and weekends.

QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

Basic Requirements: **Licensure** – Candidates must be currently licensed to practice as practical or vocational nurse in a State or territory of the United States or the District of Columbia or must have applied for a license to practice. Applications of candidates possessing a license must be accompanied by a certificate or photostatic copy of the license, a notarized statement attesting to the fact, or citation of the license number and State issuing it. Non-licensed candidates who have completed their training may be appointed subject to obtaining the required license during the probationary period. Those not licensed must furnish the date on which they applied for a license and the jurisdiction involved. No person appointed pending licensure may be retained beyond the probationary period if licensure has not been attained.

Experience: 52 weeks of specialized experience equivalent to at least GS-5. Qualifying experience includes nursing care work in a hospital, outpatient clinic, nursing home, or other supervised medical, nursing, or patient care facility that provided a practical knowledge of human body structure and sterile techniques and procedures, performing such duties as:

- Providing pre- and post-operative patient care.
- Observing, recording, and reporting changes in behavior of mentally ill patients.
- Providing reassurance and encouragement to mentally ill patients.

THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

- Assisting surgeons and registered nurses in operating room activities, including passing instruments, maintaining sterile conditions, and draping and positioning patients.
- Setting up and operating special medical equipment and apparatus.

QUALITY OF EXPERIENCE: Experience must have been at a level of difficulty comparable to the next lower grade in the Federal service. It is an applicant's responsibility to provide documentation or proof that he/she has met the qualification requirements of the position. Reference inquiries, including contacts with candidate's instructors, supervisors, or employers may be made to obtain further information about the candidate's professional qualification for the position.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: If you are using education for qualification, you must submit an official college transcript, diploma, license, or other appropriate proof of educational attainment by the closing date of the vacancy announcement. **(TRANSCRIPTS REQUIRED)**

CONDITIONS OF EMPLOYMENT: Immunization Requirement – all persons born after 12-31-56, must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals, who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position, which requires regular work at a Service Unit.

SELECTIVE PLACEMENT FACTOR: None.

OTHER SIGNIFICANT FACTORS:

- (1) The Privacy Act of 1974 mandates that the incumbent maintain complete confidentiality of all administrative, medical and personnel records and all other pertinent information that comes to his/her attention or knowledge. The Privacy Act carries civil and criminal penalties for unlawful disclosure of records. Violations of such confidentiality shall be cause for adverse action.
- (2) Incumbent works in a regularly assigned rotational or call back basis to provide continuity of patient care during days, evenings, nights, holidays and weekends.

PHYSICAL DEMANDS: The work requires above average physical ability, walking, standing, pushing, bending and lifting in helping patients to and from exam tables, wheelchairs, stretchers, etc., in moving equipment and supplies, and may be required to do an occasional stable ground transport.

WORK ENVIRONMENT: In the ambulatory care section and clinic environment, there is common exposure to contagious disease, blood and body fluids. Some degree of risk is present in working with violent or emotionally disturbed patients or substance abusers and performing ground transport.

TIME-IN-GRADE REQUIREMENTS: Applicants applying under the provisions of the Excepted Service Examining Plan may be appointed without regard to time-in-grade requirements. Candidates applying under the provisions of the Merit Promotion Plan must have completed at least 52 weeks of service at the GS-5 level to qualify for the GS-6 level.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after-competitive appointment, time-in-grade (if applicable), and qualification requirements by the closing date of the vacancy announcement.

NOTE: Refer to OPM Handbook Qualification Standards Operating Manual or the IHS Excepted Service Qualification Standards, Series 620, for complete information. Substitution of education for experience will be made in accordance with those standards. For more information, contact your servicing Human Resources Office.

WHO MAY APPLY

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the Competitive federal service) and from current permanent IHS employees in the Excepted federal service who are entitled to Indian Preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted service employees and Competitive service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates **MUST** indicate on their "Application for Federal Employment" whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Merit Promotion Plan, or both.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee, you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from Office of Personnel Management (OPM) or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submit a Standard Form 50 that indicates "Retirement in lieu of RIF;" or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
 - OR**
 - B. Former Military Reserve or National Guard Technicians who are receiving a special OPM disability retirement annuity under section 8337(h) or 8456 of Title 5, United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.)
6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factor, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities, which are related to this position. To receive full credit for your qualifications, provide a narrative statement, which fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSAs) outlined below and show the level of accomplishments and degree of responsibility.

The KSAs in your narrative statement will be the principal basis for determining whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. Ability to perform the technical aspects of the job.
2. Knowledge and skill in the use of medical equipment.
3. Ability to work under pressure and/or independently.
4. Ability to meet and deal with a variety of individuals.
5. Ability to communicate orally.

HOW AND WHERE TO APPLY: All applicants must submit the following to the Four Corners Regional Health Center, Branch of Human Resources, HCR 6100 Box 3, Teec Nos Pos, AZ 86514, by 4:30 p.m., on the closing date.

1. OF-612, Optional Application for Federal Employment; or
2. Resume; or
3. Any other written application format

PLUS:

- BIA Form 4432, if applicable
- OF-306, Declaration for Federal Employment, revised January 2001
- Addendum for Child Care & Indian Child Care Worker Position Form
- Any other necessary documentation pertinent to the position

A copy of an **official Bureau of Indian Affairs Indian Preference Certificate, BIA Form 4432**, signed by the appropriate BIA Official, **must be submitted if the applicant claims Indian Preference.** Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 4432, but must state that such documentation is contained in their Official Personnel Folder.

VETERANS: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

Declaration for Federal Employment (OF-306, revised January 2001), and Addendum for Child Care & Indian Child Care Worker Positions must be completed and submitted with **original** signatures to determine your suitability for Federal employment, to authorize a background investigation and to certify the accuracy of all the information in your application. Responding "yes" to any of these questions can make you ineligible for employment in this position. If you make a false statement in any part of your application, you may not be hired, you may be fired after you begin work, or you may be fined or jailed.

For more information, contact Paula Williams, Human Resources Specialist, at 928 656-5010. E-mail: paula.williams2@ihs.gov.

INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS: Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the Human Resources Office to make a determination that you have the required qualifications for the position. Specifically, the information provided under #7 (High School), #8 (Colleges and Universities), and #9 (Work Experience) would be used to evaluate your qualifications for this position. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcement Number, Title and Grade of the job for which you are applying;
2. Full name, mailing address (with zip code), day and evening phone numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veterans' preference: indicate if you are claiming preference; attach DD-214. Preference is not applicable to current DHHS permanent employees (Federal employees with competitive status or reinstatement eligibles);
6. Highest Federal civilian grade held (give series and dates held; attach SF-50, if applicable);
7. High School: Name, City, State (zip code, if known), and date of diploma or GED;
8. Colleges and Universities: Name, City, State (zip code, if known), Majors, Type and Year of Degrees received (if no Degree, show total semester or quarter hours earned); attach official transcript;
9. Work Experience (paid and non-paid) – Job title, duties and accomplishments, Employers' names and addresses, Supervisors' names and phone numbers, starting and ending dates (month/year), hours worked per week, and salary;
10. Indicate if we may contact your current supervisor;
11. Job-related training courses; skills, certificates, registrations, and licenses (current only), honors, awards, special accomplishments, etc.

NOTE: Persons who submit incomplete application will be given credit only for the information they provide and may not, therefore, receive full credit for their veterans' preference determination, Indian preference, education, training, and/or experience. THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days from the date the certificate was issued if the position becomes vacant or to fill an identical additional position in the same geographical location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal government, you must (subject to certain exemptions) be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS, SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTIONS OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

/s/ Paula Williams

October 6, 2008

HUMAN RESOURCES CLEARANCE

DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER SR-08-122. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS ARE TO BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS HUMAN RESOURCES OFFICE AND WILL NOT BE RETURNED.

SUPPLEMENTAL QUESTIONNAIRE
Practical Nurse, GS-620-6

1. **ABILITY TO PERFORM THE TECHNICAL ASPECTS OF THE JOB.** This is the ability to apply technical skills in the ambulatory care clinic. This includes knowledge of standardized patient care procedures for critically ill patients and related nursing care. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

2. **KNOWLEDGE AND SKILL IN THE USE OF MEDICAL EQUIPMENT.** This is knowledge and skill sufficient to use standard equipment, materials, and supplies in diagnostic and treatment procedures that support nursing care of patients for the purpose of accomplishing care reports to nurses, medical staff, and family members. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

3. **ABILITY TO WORK UNDER PRESSURE AND/OR INDEPENDENTLY.** This is the ability to work efficiently and productively while maintaining control under stressful working conditions. Includes the ability to perform multiple procedures simultaneously often with no assistance. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

4. **ABILITY TO MEET AND DEAL WITH A VARIETY OF INDIVIDUALS.** This is the ability to establish effective interpersonal relationships with a variety of individuals by exercising tact, diplomacy, patience, and mature judgment both inside and outside of the hospital. What in your background would shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

5. **ABILITY TO COMMUNICATE ORALLY.** This is the ability to follow oral instructions regarding patient care. This includes the ability to follow and/or present oral instructions given in any type of situation. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

CERTIFICATION

I certify that all of the statements made in the above questionnaire are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Signature of Applicant

Date